



**Minutes**  
**REGULAR COUNCIL MEETING**  
**January 8, 2015 6:00 pm**

- **CALL TO ORDER**
- **PLEDGE OF ALIGENCE**
- **ROLL CALL** Vetch, Lonkoski, Martell
- **ACTION TO CHANGE AGENDA** Request by Blank to add two payables:
  1. Wieser Law Office \$1812.85
  2. First Supply \$363.14.

Administrator Blank explained that due to the current circumstances, some bills are past due, or close. He asks authorization to pay bills before then go delinquent. Martell states he would recommend we allow Rod use his best judgment to pay what the City owes. Vetch made a motion to pay bills and seconded by Judy all in favor – Motion passes.

**1. Consent Agenda:**

*All items listed under the consent agenda are considered routine by the City Council and will be enacted by one motion. There will be no separate discussion of these items. If discussion is desired, that item will be removed from the Consent Agenda and will be considered separately.*

- |            |   |                   |
|------------|---|-------------------|
| <b>1.1</b> | Minutes:  | December 2, 2014  |
| <b>1.2</b> | Bills Payable Through:  | December 31, 2014 |
| <b>1.3</b> | Consolidated Balance Sheet:   | December 31, 2014 |
| <b>1.4</b> | Hokah Fire Department Gun Raffle- March 21, 2015 ALCOHOL & GAMBLING       |                   |
|            | Hokah Lions Club Old Timers Tournament-August 22, 2015 ALCOHOL & GAMBLING |                   |
|            | Hokah Fire Department Fallfest-September 11-13, 2015 ALCOHOL & GAMBLING   |                   |
|            | Hokah Fire Department Dance-October 16, 2015 ALCOHOL PERMIT ONLY          |                   |
|            | Hokah Lions Club Gun Raffle-October 24, 2015 ALCOHOL & GAMBLING           |                   |

Motion by Vetsch to approve, seconded by Lonkoski, rollcall all in favor.

**2. Old Business – Martell – 2 items.**

a. Quote from lease company, lays out what we would spend, Martell had them use higher numbers just in case – used sum of \$30,000 and \$35,000. We know we can get a Pelican for right around the 30 range. If new council decides to go through with this I can help with it. Only lease we have left is First responder vehicle. Discussion.

b. Hokah Forever wall is coming down this year. Jerry Martell presented to the Council that he has been in contact with a local concrete company, Crest Pre-Cast of La Crescent. They have a section left from a project in the Rochester area. This section would afford the City to in effect re-locate the "Hokah Forever" sign for no more that \$1,000.00. Discussion on wall available and costs to move and set for replacement of the Hokah Forever Section that will be removed. If people want to donate to the Hokah Forever Wall, Martell will match up to \$1000. It would be placed close to the end of where the old wall is. Motion made by Matt Vetch, seconded by Lonkoski, rollcall all in favor.

### **3. Oath of Office Newly Elected Officials**

Martell issues Oath of Office to Albrecht and Bissen, and also Finally Mike Walsh who was late to the meeting. Martell exits meeting.

### **4. Water/Waste Water/City Engineer :**

Chris Oliver now completing Utility Billings.

### **5. Library/City Hall:**

Barb Bissen reports about an article in MN Magazine, also received a grant to clean the hall, and brighten it again. Discussion on renaming the hall. Hopefully we can solve the water going into the basement from the sidewalk. It will be a year before the grants are applied for and approved, if approved. Sherri Carlson started on Jan 2 as Library Assistant. Bissen reports she went to Rochester for training, things should go good.

### **6. Police Dept.:** Nothing from the PD. Discussion from Walsh regarding kids on FD roof.

### **7. Streets / Maintenance :**

Street sweeper discussion, got some #'s from Mid-America Bank Lease, we need council approval to move forward. Chris Oliver and Don Bissen will be entrusted with purchasing. Motion made by Lonkoski to set committee of Don Bissen, Chris Oliver and Rodney Blank to purchase Street Sweeper for no more than \$20,000, seconded by Vetch, rollcall all approve.

### **8. Recreation Board: N/A**

### **9. Planning Commission / Zoning : N/A**

### **10. Items for Consideration:**

#### **10.1 Official Bank Depositories: Merchants Bank, La Crescent, MN**

Official Newspaper: Houston County News

Mayoral Appointment, Elect Mayor Pro-Term:

- Planning Commission Vetsch Council Rep, and Lance Ross
- Recreation Board, Tara Gratten and Sarah Walter, Judy Lonkoski Council Representative.
- Library Board, Rebecca Albrecht Council Representative and Barb Kappauf.
- Motion by Lonkoski to Elect Matt Vetsch Mayor Pro-Term. Second by Bissen, rollcall Vetsch abstain, rest approve.
- Mayor Welch Streets and Police.
- Vetsch Water/Wastewater.
- Multi Use Trail Committee: Chris Petersen
- SEMLM- Martell has resigned his post – Barb Bissen will replace him.
- Authorized to sign checks: Blank, Walsh, Melissa Schroeder, Heidi Snell.

## 10.2 Accounting

Doug has officially resigned - his last day was the 31<sup>st</sup> of December. Doug suggested Melissa Schroeder would be a good choice for the financial duties of the City. She sat with Doug for a couple of hours and determined she would not have time for all the duties. Blank discusses duties of this office. Melissa Schroeder was here today for 3 hours, she ran the payables and has all the checks ready to go. Her and I and Heidi will meet tomorrow afternoon to continue. Heidi worked for the City, and has learned payroll.. For the interim, Heidi will do the payroll and Melissa doing accounting. Chris, Allen and myself are doing the water bills. Mayor Walsh and I have discussed a permanent solution to this. Melissa would be contracted, rather than employee. 10-12 hours a week. Blank explains this is how we are doing this currently. Contracted position does have benefits for the City. Discussion on financial software etc. Questions? Heidi will help out with Payroll and Accounting, with Melissa Schroeder helping out as well. Blank reports speaking with our Accounting firm, Nelson Accounting. They may be interested in completing this, but then we would have to look for a firm to complete the audit as they can't do both. Online bill pay in the future is something we will look at. Bob will help with Pet Licensing. Lonkoski asks if Melissa does not want to do this on a permanent basis are we going to advertise? Blank states we are going to have to do something. Albrecht asks if Heidi would be interested, and Blank states we haven't had time to look at this yet. Blank states this is developing currently, and he has not had the conversations to answer the questions regarding this. We will have them in to cover until the next meeting and we can decide. Lonkoski states we get them in to cover this now, and next meeting we will discuss what they want to do, or do we want to hire, etc. Question from the audience, Darlene Walsh asks if Heidi resigned, why is she having another opportunity to come back? Lonkoski responds she's helping out, Blank states she knows payroll. Don Bissen states we are 6 months behind, this should have been done 6 months ago. Blank responds it was, that's why Snell was hired. Mayor Walsh asks if we shouldn't look at somebody we can hire third party to take care of this for now, as Blank discussed in a Christmas Card retiring. Don Bissen states 12-15 hours a week. Mayor Walsh states he spoke with Doug, and Blank did as well. Doug is not able to continue. Blank states Doug was relieved that we are completing tasks. He thinks Melissa Schroeder is a good choice. Blank explains how conditions developed regarding Doug. Heidi can do payroll, Melissa can do the rest. Will know more next month. Mayor Walsh asks for a motion to approve all the nominations: Motion by Lonkoski, Albrecht, rollcall all approve.

**11. Council Member's Comments:** FD Matt – new people renting, kids are on roof a lot, need to put fence on backside so they cannot get on the roof. They have been talked to several times. Need to have Chief of Police talk to them.

Bissen – I think we need to advertise for a Clerk and I think you are supposed to advertise for a job anyway. Blank – Like I said, I don't know this, we have not had this conversation yet, If you hire a Clerk are you going to hire full time to do 10 – 12 hrs a week.? Bissen responds no. Blank explains the benefits to the City to hire a financial agency, which Melissa is and we currently are doing for the interim. Blank again states he does not know if she is interested in continuing on a permanent basis as he has not spoken to her about it at this point. If you think you want to hire a full time clerk Bissen states no full time. Part time permanent clerk to do the water bills, payroll, whatever Doug did – one person. Part time. Bissen states at least she should know we offer her the job, she knows we are

talking about part time for all duties, that Doug did. More discussion on Clerk and long term thoughts. Lonkoski state we should concentrate on getting someone in to do Doug's job. And then whatever happens with Rod down the road, we deal with that then. Mayor Walsh states if she doesn't want to do this, then we should look at an add in the paper for ten hours part time. Mayor Walsh states what about somebody like Nelson's that could contract? Lonkoski states to save the City money, she is fine with it. Bissen agrees. Mayor would like a list of telephone numbers and e-mails. Rod gave all the contact info to Mel along with a set of keys to get into the office and Doug's office. Heidi has keys as she does transcription for the Police Dept. as needed. Blank asks everyone to e-mail him your contact info, we also have an emergency sheets for everyone to fill out. Vetsch discusses a contact list for everyone. Blank discusses a form that he has for Members to complete for emergency purposes.

**12. Mayor's Comments:** Need to do the best we can do. Always remember that just because what every body thinks is right is not necessarily always right. We have to remember it is the City, not just us. Motion to approve all the nominations made by Lonkoski, seconded by Vetch, all approved, passed.

**13. Staff Correspondence:**

**14. Correspondence Received:**

Received, MN Dept of Health, water fluoridation quality award. Blank reports constructing a resolution for Wieser with a \$1000 donation that they made to the City that was announced by Mayor Scholze at the last meeting. Need to talk to him re: the document. We need to talk about the resolution.

We frequently list the city in the Bridal Guide the Caledonia Argus puts out, \$25 ad that promotes Como Falls Park for the top Wedding Ceremony Destination – R U interested in doing that this yr? Yes.

**15. Announcements Next Council Meeting:** February 3, 2015 @ 6:00pm

**16. Items for next Agenda:**

**17. Adjournment:** Motion made by Vetsch, second by Bissen to adjourn – all in favor – motion passed. - 7:20pm.